

January 2017 v4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 HOLIDAY Normal DW refresh	3 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse December Month-End Estimate SURCHARGES Normal DW refresh	4 LABOR: PP25 Normal DW refresh	5 LABOR: PP25 SURCHARGES Normal DW refresh	6 Normal DW refresh	7 Normal DW refresh
8	9 CFS GL MONTH END FINAL CLOSING December 2016 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh
15	16 HOLIDAY Normal DW refresh	17 LABOR: PP26 Normal DW refresh	18 LABOR: PP26 SURCHARGES Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh	21 Normal DW refresh
22	23 Normal DW refresh	24 LABOR: January Month-End Estimates SURCHARGES CA O/U: Reversal Part C Normal DW refresh	25 SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET Normal DW refresh	26 DISBURSEMENTS: Last run for January LABOR: January NOAA Corps Normal DW refresh	27 Normal DW refresh	28 Normal DW refresh
29	30 SLTs 12:00 noon ET Final Approval CA SURCHARGES processed prior to the "7 AM" closing Normal DW refresh	31 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP,PR, PO WIP CA O/U Process. 12:00 AM ET Close other modules Normal DW refresh				

Please note: January 2017 GL Closing will start on January 31, 2017 at 6 am

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **January 2017 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

12 Noon Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **January 2017 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Tuesday January 31, 2017
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger